



COLUMBIA CROSSINGS

Welcome! We appreciate your business and look forward to a long and happy partnership.

Leasing Office Address: 515 N.E. Tomahawk Island Dr. #100 Portland, OR 97217-8100

Office Hours and Phone Numbers:

Leasing Office:	Monday - Friday	9:00 a.m. to 5:00 p.m.	(503) 283-2444
	Saturday	10:00 a.m. to 4:00 p.m.	
Accounting:	Monday – Friday	8:00 a.m. to 5:00 p.m.	(503) 283-2444 Ex.16
Facilities/Repair:	Monday – Friday	8:00 a.m. to 5:00 p.m.	(503) 490-8080
	Emergencies Only	(24 hours)	(503) 720-2621
Fuel Dock:	Please call for hours		(503) 863-9641
Security:	(24 hours)		(503) 720-2621

E-MAIL:

 [COLUMBIA CROSSINGS](mailto:leasing@columbiacrossings.com)

Leasing Office: leasing@columbiacrossings.com

 [COLUMBIA CROSSINGS](mailto:accounting@columbiacrossings.com)

Accounting Office: accounting@columbiacrossings.com

Payment Options:

Secure Drop box: located to the right of the Leasing Office door.

Check/Money Order payments: Mail to 515 NE Tomahawk Island Dr, Ste 200, Portland, OR 97217

Online Payments:

Our customer portal gives you control and convenience for managing your account. Through the portal, you can:

- View invoices and make payments
- Update payment information securely
- Access, review and sign contracts

Getting started is easy - Go to the link below to log in and explore your new dashboard.

[Log In to the Portal] - <https://1158.portal.getmolo.com>

Click "Forgot Password?" at the link above, then enter your email address on the following screen and click Send Link. A password reset email will then be sent to your email address. Please click the password reset link in the email and then follow the prompts to choose your password.

Autopay: Please follow the instructions to register on the customer portal. Once logged in save your payment information, then send us an email letting us know you are set up and would like to be on autopay. All autopay payments will be run on the 1st of the month or the next business day.

Payment Fee Chart:

All Credit and Debit cards 2.99%

ACH is fee free



HAYDEN ISLAND
RV STORAGE

HAYDEN ISLAND
HOUSEHOLD STORAGE



MARINA ELECTRIC SERVICE (Shore Power)

Our standard minimum service per slip is a single 30 amp, 125-volt outlet. To connect, you must supply a 10/3-power cord with a 3-prong twist-lock plug (male). A *Columbia Crossings' Harbormaster must approve your power cord for use.*

TO ORDER SERVICE:

SERVICE ADDRESSES:

Tomahawk Bay: 515 N.E. Tomahawk Island Drive, Slip #TB_____

Please call PGE customer Service: 503-228-6322 to sign up for service

For Hayden Bay and all other Jantzen Bay slips:

If you selected "Yes" for electrical service when you signed your moorage lease, **electricity will be supplied and billed by Columbia Crossings** directly.

Electricity service charges will appear on your monthly statement from Columbia Crossings. **You will be charged a monthly base rate plus usage.** **Note:** The billing period for electrical service is mid-month to mid-month.

To discontinue your service, or to activate it after your lease is written, you must provide us a signed written request. Your request can be emailed to leasing@columbiacrossings.com or mailed to the address printed on your lease. Final electricity invoice will be invoiced the day after premises are vacated.

FACILITIES ACCESS SYSTEM

About the system: Access to our facilities is controlled by an electronic system. It can provide very effective access control, but only if everyone uses it conscientiously. Please don't rely on the kindness of your neighbors for access - ***always use your access card to open a closed gate or door.***

Try not to let anyone follow you through an open gate. Should it happen, do not challenge the person. Security can be reached 24 hours a day at (503) 720-2621.

About the cards: Access cards issued to you are yours to keep. They are programmed to your name and specific access needs. If you leave us (terminate your lease), we deactivate your cards. Next time you lease with us, we reactivate them.

The price is \$15.00 per card or \$25.00 per FOB. We can only sell access cards to the Lessee. If it is not possible for the Lessee to come to our office in person, his/her representative must present a written request signed by the Lessee. Please phone (503) 283-2444 if you have questions.

If your card is ever lost or stolen, phone us at (503) 283-2444. We will deactivate the lost card(s).

How to use the system: Each controlled gate or door has a card reader. The reader is a small (3" x 5") gray box with 3 small lights (Green, Yellow, Red). The yellow light glows when the system is ready. To open a gate, hold your white access card up to the reader. The reader light will change from yellow to green and the gate will unlock. If the light changes to red, try your card again.

If that fails, phone the Leasing Office during business hours at (503) 283-2444 or security after hours at (503) 720-2621.